

Aaron Guckian
Chairman

Janine L. Burke
Executive Director



Scott Avedisian
Mayor

Warwick Sewer Authority
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BOARD MEETING MINUTES

Thursday, July 24, 2014, 5:30 p.m.
Warwick Sewer Authority Conference Room
125 Arthur W. Devine Boulevard
Warwick, RI 02886

Board Members present:	Guests:
Aaron Guckian, Chairman	Dennis Setzko, P.E., AECOM
Steve Sylven, P.E.	Steve Garofalo, P.E. Garofalo Engineering
Gary P. Marino	William Powers, P.E., Brown and Caldwell
Peter Ginaitt	Charlie Lombardi, Brown and Caldwell
	Charles Gore, P.E., Brown and Caldwell
Board Member not present:	
Gary Jarvis, Secretary	
Staff present:	
Janine L. Burke, Executive Director	John Revens, Revens, Revens & St. Pierre
Lynn F. Owens, Administrative Coordinator	Scott Goodinson, Asst. Superintendent

1. **Call to Order** At 5:30 p.m. Chairman Guckian called this meeting to order.
2. **Pledge of Allegiance** Those in attendance rose to salute the Flag and recite the Pledge of Allegiance.
3. **Approval of Minutes**
 - a. Approval of minutes from the regular meeting held June 19, 2014.

ACTION: Mr. Sylven moved approval of the minutes as submitted. Mr. Marino seconded the motion. Chairman Guckian, Messrs. Sylven and Marino voted in favor of the motion. Mr. Ginaitt unavailable for vote. Motion approved.
4. **AWT-Phosphorus & Flood Control Project, Contract No. 91**
 - a. AECOM to submit progress report and updated combined schedule

Mr. Setzko reviewed the progress report with the Board:

This Progress Report summarizes activity between June 14, 2014 and July 18, 2014 on Contract 91: Phosphorus Removal Upgrade/Flood Control & Mitigation Project, and provides a four week look ahead.

Consent Decree & Funding

- ☐ Received DEM input about American Iron and Steel Waiver provisions.

Construction Progress

- ☐ Responded to 1 RFI from Hart. Four RFIs to date, none are outstanding.
- ☐ Received 27 shop drawings and responded to 8 shop drawings from Hart. A total of 34 shop drawings have been received to date and 19 are outstanding (note: 11 shop drawings were received within one week of the date of this report).
- ☐ Received three potential cost savings options from Hart: (1) reuse existing junction chamber rather than building a new one; (2) install new precast junction chamber in place of existing one; (3) relocate and shorten phosphorus sludge line. Options 1 and 3 were reviewed and will not be pursued further. Review of Option 2 is ongoing.
- ☐ Held first progress meeting on June 27 with Hart and WSA.
- ☐ Initiated weekly conference calls with Hart; first held on 7/16/14.
- ☐ Building and Fire permits – ongoing.
- ☐ AECOM has a representative on site as of July 17.

Permitting

- ☐ DOT received and distributed comments on Physical Alternation Permit Application and easement from FHWA. Initial review underway.

Four Week Look Ahead-Phosphorus Building

- ☐ Install sheeting and dewatering system.
- ☐ Foundation excavation.
- ☐ Possible start to installation of slab reinforcing steel.
- ☐ Next progress meeting scheduled for August 1.

Four Week Look Ahead-Levee

- ☐ Tree/brush clearing and installation of erosion control.
- ☐ Initial site survey.
- ☐ Start stripping existing soil and riprap.
- ☐ Possible start to installation of vinyl sheeting.

ACTION: Mr. Sylven asked how often AECOM meets with the contractor. Mr. Setzko stated AECOM holds monthly progress meetings with Hart and WSA, and weekly conference calls. No Board action required.

5. Flood Protection and Mitigation

a. Bellows Street Pumping Station

- i. Crossman Engineering to submit progress report. No Crossman representative present.

Construction Summary:

- The pump station has been successfully operating for the past six months. There are no issues with the pumping operation.
- Lynch has paved the ETCO parking lot with a surface course overlay, and has installed pavement markings.
- Lynch indicated all project site work complete as of June 15, 2014.
- The As-Built Survey from Lynch will be forwarded to WSA and Crossman for review.

ACTION: No Board action required.

- ii. Balancing Change Order: J. H. Lynch & Sons, Inc.: **\$4,006.83**

ACTION: Director Burke provided the Board members with copies of the balancing change order received by WSA only minutes before the meeting. She stated during arbitration, WSA agreed to move this balancing change order forward. Crossman Engineering has reviewed the balancing change order and agrees with the submittal to close out this contract. Crossman Engineering has asked J. H. Lynch & Sons, Inc. to provide backup paperwork on the excavation costs. Director Burke will send the Board members Lynch's backup paperwork once submitted. The Board reviewed the submittal and discussed the cost of police details. Director Burke stated she agreed with the numbers and asked the Board to approve this final change order valued at \$4,006.83.

Mr. Sylven moved approval of the balancing change order. Mr. Marino seconded the motion. Chairman Guckian, Messrs. Sylven and Marino voted in favor of the motion. Mr. Ginaitt unavailable for vote. Motion approved.

6. Operations and Maintenance Division

- a. WSA Emergency Pumping Services: extension of contract for period August 28, 2014 to August 27, 2015.

Multiple Vendors: Prices held for additional term, per contract

- Diffley & Miller
- Diffley & Daughters
- Rhode Island Cesspool
- Michael Perri & Sons

ACTION: Director Burke provided a brief synopsis of the emergency pumping services contract currently in place with four service providers. The vendors have agreed to hold pricing as per their original bids, and will maintain active septage hauling licenses and be in "good standing". She explained how and when WSA utilizes this emergency pumping services contract. She stated it is critical that WSA has an emergency response unit available for pumping services; if one company is unable to respond in a timely fashion, the next vendor is called in.

WSA recommends approval of the contract extension with the four vendors pending payment of any outstanding septage hauling account balances prior to August 23, 2014.

Mr. Marino moved approval of the recommendation. Mr. Sylven seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven and Marino voted in favor of the motion. Motion approved.

- b. Purchase Authorization: 2HP Water Champ Induction Mixer
Process Distributors, Inc.: \$9,466.00

ACTION: Director Burke asked that this item be tabled as another vendor has been identified that can provide a comparable piece of equipment for a much better price. Assistant Superintendent Goodinson stated next month we will ask the Board to consider the purchase of a Mastrrr Series 32 induction mixer at a \$3,000 savings.

Director Burke stated in accordance with the guidelines of the Open Meetings Act, purchase of the Mastrrr Series 32 induction mixer from Mechanical Solutions, Inc., will appear on the August 28, 2014 meeting agenda. Mr. Goodinson stated WSA can wait to purchase the equipment until next month.

Following discussion, Chairman Guckian tabled consideration of the purchase of an induction mixer to the August 28, 2014 meeting.

- c. Demand Response Program: Constellation Energy
Extension of contract for period June 1, 2017 through May 31, 2018 for additional revenue

ACTION: Assistant Superintendent Goodinson stated in October 2013, the Board authorized the WSA to enter into an agreement with Constellation Energy to participate in a demand response program where WSA agrees to curtail its energy usage when requested during times of peak electrical usage. The contract term ends May 31, 2017. Both the treatment facility and the Cedar Swamp pumping station generators are being utilized for this program.

Market conditions have changed resulting in changes in the price per kilowatt that can be offered under this program in the future. Constellation Energy has proposed to WSA a significant increase in the amount we would get paid per kilowatt if we extend our contract through May 31, 2018. A comparison of current and future revenue estimates was provided to the Board in a recommendation memo.

Director Burke stated we are recommending an extension in the Constellation Energy contract to lock in the price and revenue increases we would see in fiscal year 2018.

Mr. Marino moved approval of the contract extension through May 31, 2018. Mr. Sylven seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven and Marino voted in favor of the motion. Motion approved.

7. Collection System Division

- a. O'Donnell Hill Sewer Project: Contract Amendment
Garofalo and Associates, Inc.,: \$28,750.00

ACTION: Held from June 19, 2014 meeting.

Director Burke said that following the last meeting, they had revised, compiled, and assembled a more comprehensive scope of services and sent Mr. Garofalo a copy of WSA's standard engineering contract. She stated she expected him to be present tonight. She asked the Board to approve the contract amendment valued at a "not-to-exceed" price of \$28,750.00 to complete the project design.

Mr. Ginaitt moved approval of the contract amendment.

Mr. Sylven stated the contract language does not indicate the value of the scope of services. Director Burke stated we will add a passage

referencing the “not-to-exceed” compensation (\$28,750.00) for the scope of services. Chairman Guckian directed legal counsel to review the standard contract language and insert value-added language as discussed. Mr. Sylven stated he wanted to be sure that the cost of engineering services is reflective of the comment (added to the standard contract) that the consultant will provide plans and specifications for review and will incorporate any changes (this language is not in the submitted scope of services).

Mr. Ginaitt asked if WSA has been in touch with National Grid regarding this project area. Director Burke stated WSA has been in regular contact with National Grid’s community liaison, Marissa Albanese, to coordinate our utility efforts and upgrades.

Mr. Ginaitt amended his motion approving the contract amendment, stipulating that the WSA use its standard contract language and add to the contract a “not to exceed” price of \$28,750.00 (“The total amount to be paid for the services to be provided under this agreement shall not exceed a fee of \$28,750 unless further negotiated through an agreement amendment between CLIENT and CONSULTANT”), and a notation that the cost is reflective of the vendor providing multiple copies of the final plans to WSA (“the CONSULTANT shall provide completed project plans and specifications to the WSA for review and incorporate WSA comments into the final documents before publishing”).

Mr. Sylven seconded the motion as amended.

Chairman Guckian, Messrs. Ginaitt and Sylven voted in favor of the motion. Mr. Marino abstained from voting. Motion approved.

(Mr. Garofalo arrived at the meeting after the Board had considered this item. He was advised of the vote.)

Director Burke stated that at some point she’d like to discuss with the Board how WSA will manage the upcoming construction projects, as we’ve lost our Program Manager and Planner (positions were eliminated). She stated Mr. Solitro is completely focused on our current collection system and maintenance of that.

Mr. Guckian suggested Director Burke document the options available for Board review and discussion at the next meeting. Mr. Sylven asked if WSA can get funding for a second set of eyes on the project. Director Burke stated anything related to the project can be charged to the project.

- b. Subcommittee formation: Miscellaneous Sewer Extensions and Emergency Pipeline repairs**

ACTION: Director Burke stated we have initiated a small committee to review and revise the emergency and miscellaneous services contract. She stated Gary Marino has shared an example contract from Providence Water which we are in the process of reviewing. She stated Steve Sylven already reviewed it and provided comments. She suggested WSA might end up having conference calls instead of actual meetings in the next couple of months to discuss the contract. She stated we will continue to review and amend the WSA contract language, with legal counsel's input and guidance, and have something ready before the term of the current contract expires.

No action required.

c. Influent Interceptor Sewer Rehabilitation Evaluation
Brown and Caldwell: review of work product

ACTION: Mr. William Powers, regional vice president for Brown and Caldwell's water division, Mr. Charlie Lombardi, New England infrastructure manager, and Mr. Charles Gore, senior engineer in the municipal services group, addressed the Board to review Brown and Caldwell's technical assessment and evaluation of the influent interceptor and rehabilitation recommendations.

Mr. Powers stated Brown and Caldwell was contracted by WSA in late May to look at the 48-inch reinforced concrete pipe under Route 95. He stated through discussion with Ms. Burke and her staff, there were some concerns about the integrity of the pipe as it crosses under the highway. He stated a scope of services was defined and CCTV video tapes of all three reaches of the influent interceptor lines were reviewed. Mr. Powers distributed a picture of the lines in question and reviewed the information presented in the Brown and Caldwell technical memorandum dated June 30, 2014 as provided to the Board.

WSA Board members and staff had an extensive conversation with Brown and Caldwell representatives about the condition of the pipes and the engineers' professional recommendations to rehabilitate this critical infrastructure. Mr. Powers shared information about a proprietary product, HOBAS, a slip lining product that provides a longer service life (100-years) than standard slip lining, at a higher cost (\$390,000 estimate).

Director Burke said that this project has been included in WSA's future capital improvement plan, splitting the cost over two fiscal years. She stated WSA will also seek out federal grant funding. Mr. Ginaitt pointed out that the RI Department of Transportation may choose to be a partner with WSA on this critical rehabilitation project as any line failure would impact interstate commerce.

Chairman Guckian suggested that the congressional delegation and RIDOT can assist in applying for grant funding for this work. Director Burke stated WSA must somehow fund the capital improvement plan for this critical infrastructure project.

Mr. Lombardi commended the leadership of the WSA for looking at this critical asset as it approaches its useful life. He said Brown and Caldwell had looked at four conventional and proven technologies and methods to present. He stated what must be considered with the four options are operational impacts, impacts to customers and costs. He stated both the CIPP lining and the epoxy coating require bypass pumping, which can be disruptive to customers and difficult to perform. He stated slip lining is the recommended and proven technology, low cost, and requires no bypass operations.

Mr. Lombardi stated what's not included in the cost estimates (listed above) is the cost of damages associated with any line collapse and subsequent emergency response, including consequential damages, sewer backups, transportation issues, etc. Mr. Ginaitt reiterated Mr. Lombardi's comments about the cost of a catastrophic line break.

Chairman Guckian stated WSA must advise the elected officials and other utilities (gas and water) involved and prioritize the project. The group discussed in general "design-build" options, including "progressive design-build" for the project. Mr. Sylven had questions about the size of the slip line pipe and questioned the need for the reserve capacity in such a large pipe. He'd like to see some thought put into slip lining using a smaller diameter pipe to save on costs.

No action required. Board members directed Ms. Burke to build bid specifications for the slip lining project (with bid alternatives for the extended life slip lining). Director Burke stated we need assistance to advance the design and build the bid specifications; she will ask Brown and Caldwell to provide a design services estimate. Mr. Revens suggested the technical evaluation be shared with the chief engineer and the director of RIDOT for their input. Director Burke will work on budgeting and funding options; she will put the facts together in memo format. Mr. Sylven asked if Brown and Caldwell could give WSA a proposal for general bidding services and a different fee proposal for design-build.

The Board members thanked the Brown and Caldwell representatives for their efforts and attendance at the meeting.

- d. Award of Bid #2015-53 Installation of Back Water Valves (check valves) as part of WSA Hazard Mitigation Grant Program

ACTION: Chairman Guckian stated this hazard mitigation project is being paid for with grant funds to install "back water" or "check" valves to prevent

sewer backups in residential structures in this targeted, low-lying area near Narragansett Parkway. Director Burke stated the area sustained sewer back up damages as a result of the March 2010 Flood and a June 2010 lightning strike that knocked out the Gaspee Pump Station. She stated this is a pilot program; there are no expenses on the part of WSA (grant being matched with staff in-kind services).

Director Burke stated WSA recommends an award of bid to the lowest bidder, Butler Construction Co., Inc. She stated the vendor is a licensed drainlayer for WSA and is a registered RI contractor.

Mr. Marino asked about WSA and its contractor doing work on private property. Director Burke stated a legal agreement will be entered into between the property owner and the WSA to allow our contractor to install the check valves on their property. She stated she will share the legal agreement with the Board.

Mr. Sylven moved approval. Mr. Ginaitt seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven and Marino voted in favor of the motion. Motion approved.

8. Billing Services No items to consider.

9. Administrative Items

- a. Director's Report
 - i. Financial Report
 - ii. Administrative Schedule

Director Burke provided no financial report as it is very early in the new fiscal year and last year's report numbers are not finalized.

Regarding the Local Limits Study, Director Burke stated WSA has finally addressed all of RIDEM's concerns and expects to see an approval soon for revising our local limits. She stated these are the limits we place on businesses and industries discharging to our treatment facility. Director Burke stated this is the first time in almost two decades that we have taken a look at these limits to see if they make sense from the perspective of what we can handle coming into the treatment facility. She stated we need to ensure the limits are protective of our infrastructure while setting local limits for Warwick businesses that make sense and can be achieved given the currently available pre-treatment technology.

Director Burke stated this was quite the effort on BettyAnne's part but the result is that we have new (proposed) limits that are based on this treatment facility's loading and removal efficiencies; the new numbers are more business friendly. She stated the biggest change, in her opinion, is that DEM is going to allow us to increase the upper range of our pH limit

from 9 to 10 standard units. She stated this will eliminate a whole bunch of pretreatment for most businesses because the pH of the drinking or source water used is around 10 so our industries currently have to adjust the pH of their wastewater down to 9 which doesn't make much sense to anyone and DEM agreed.

Director Burke stated this year's Pretreatment Program Scholarship recipients (\$1,000 each) were Megan Wilks from Pilgrim, Nicole Luiz from Vets and Taylor Venter from Toll Gate. She invited Board members to the Scholarship Ceremony to be held on Wednesday, **August 6th at 4:30 PM.** The Mayor and various school department officials have been invited.

Mr. Ginaitt asked about CDR/Maguire's work on the WSA outreach project. Director Burke stated CDR/Maguire has done some preliminary work and is waiting on us for guidance in moving ahead with draft documents. Director Burke stated we expect to have something for next month's meeting.

Director Burke stated we are meeting next Tuesday with the owner of those lots in Governor Francis that we are looking at for the pump station.

Director Burke will be on vacation starting Wednesday, July 30th, and returning on Wednesday, August 6th. Chairman Guckian recommended a formal delegation of duties be defined and distributed advising all of the chain of command in the Director's absence. He directed that the Chairman and legal counsel be notified of critical issues.

The RI Attorney General Open Government Summit is scheduled for the morning of August 1st at Roger Williams University.

b. Chairman's Report: no report.

10. Consent Agenda - Correspondence

- a. WSA Industrial Waste Pretreatment Program 2014 Caruso Scholarship recipients' award letters (7-7-14)
- b. WSA to D'Ambra Const. Co., Inc., Contract CC notice to proceed (7-8-14)
- c. WSA June 2014 Financial report to the City Council (7-10-14)
- d. WSA June 2014 Monthly report to Mayor Avedisian (7-15-14)
- e. WSA Quarterly Report to EDA on Bellows St. project (7-16-14)

ACTION: Mr. Ginaitt moved to accept the consent agenda items. Mr. Sylven seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven and Marino voted in favor of the motion. Motion approved.

11. New Business

Introduction of new business to be docketed for an upcoming meeting or to be referred to the executive director or legal counsel for comment.

No new business presented.

12. Old Business

- a. Amendments to By-Laws
- b. Modifications to Septage Hauling Regulations
- c. Bayside I-III Sewer Project: Amendment to GRA contract/design services
- d. Sewer Assessment Deferment Policy (6-27-13)
- e. Sewer Assessment Deferment: Plat 332 Lot 483 (11-20-13)
- f. Financial review of sewer assessment structure, examination of various methodologies, B & E Consulting, LLC: not to exceed \$6,800.00 (6-19-14)

Director Burke recommended that the two upcoming sewer projects, O'Donnell Hill and Governor Francis Phase III, be added to the regular agenda going forward. The Board will be provided with monthly update reports.

13. PUBLIC COMMENT PERIOD

No members of the public present to comment.

14. Adjournment

Mr. Ginaitt moved to adjourn. Mr. Marino seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven and Marino voted in favor of the motion. Motion approved.

At 7:05 p.m. this meeting ended.

Gary C. Jarvis, WSA Secretary

Date of Approval

"Minutes are recorded pursuant to the Rhode Island General Laws § 42-46-7 for the purpose of capturing all general information relevant to the meeting. For a more comprehensive assessment of minutes, audio files shall be archived with the Warwick Sewer Authority and available upon request."